

# **Baguley Hall Primary School**



## **Late Collection Policy**

Signed \_\_\_\_\_ (Headteacher)

January 2018

## **Aims**

- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day
- To resolve the situation causing as little distress to the child as possible

### **Minimising the possibility of late collection**

The times of the school day and Nursery sessions are clearly communicated to parents within the Parents' Handbook and on the school website. Parents are informed of the importance of contacting the school if there are any changes to their collection arrangements or if they are going to be late. It is equally important that the office staff ensure that relevant staff are informed that a parent has notified the school of late collection.

If the school changes the collection time it will notify this clearly to parents and in advance e.g. through a text message

### **Procedure to be followed if a child is not collected**

It is our aim that all children are collected on time at the end of the day. We understand that this is not always predictable and therefore have this policy and procedure in place to safeguard the children in our care.

We request that parents collect their children promptly at the end of the day to minimise any unnecessary distress to their child.

#### **In the event of a delay:**

- Parents are requested to contact school on 0161 998 2090 as soon as possible if they are aware that they are going to be delayed. They are also requested to make alternative arrangements with family or friends so that their child can be collected on time. Details of this late collection will be recorded and passed on to the relevant staff.
- If an alternative arrangement is made to collect the child, staff must ask the adult to confirm the family password (if recorded).
- A member of staff will remain with the child at all times.
- At no point will the staff or child leave the premises (unless a home drop off has been agreed with the parent).
- Staff will reassure the child and continue to provide activities for them if necessary.
- If the class teacher has meetings or planned activities after school e.g. after school clubs, the child will then be taken to the Office to await the adult collecting them. The Office staff will ensure the child's safety at all times.

#### **In the event of no prior notice:**

- A member of staff will check with the office to see whether a phone call or note has been received.
- A member of staff will check that the parent is not waiting at a different entrance.

- If they have an older sibling, they will check if they know of a different arrangement for that evening.
- A member of staff will call the parent (or ask office staff to do so)
- Contact numbers are recorded on the schools MIS and parents are asked regularly to update them.
- If no contact can be made with the parent/s, the emergency contact numbers will be tried in the order in which the parent has requested when filling out the registration documents.
- If the class teacher has meetings or planned activities after school e.g. after school clubs, the child will then be taken to the Office to await the adult collecting them. The Office staff will ensure the child's safety at all times.

## **LATE COLLECTION FROM AFTER SCHOOL CLUB**

The After School Club closes at 6.00p.m. Parents are informed through the After School Club Policy that all children must be collected by 6.00p.m. at the latest.

It is understood that, on occasion, a parent may be unexpectedly delayed in reaching the club. In this situation the parent is expected to make every effort to inform the club and to make alternative arrangements for their child to be collected.

When this situation arises, the welfare and well-being of the child is paramount. The following measures will be taken as a matter of policy:

- At least 2 members of staff will remain on site with the child until they are collected.
- Staff members will not take the child off site (unless a home drop off has been agreed with the parent).
- The child's physical and emotional needs will be catered for, including the provision of food and drinks and through reassurance and support.
- The child will only be allowed to be collected by a named person who has the consent of the parent or guardian.

## **PERSISTENT LATENESS**

Parents who are persistently late in collecting their child cause distress for their child and also the necessity for staff members to work beyond their contracted hours of work.

Where a parent is persistently late in collecting their child, the club reserves the right to take action using the following procedure :

- The parent will be spoken to by the management team and given a copy of this policy. They will be informed that failure to collect their child in good time will result in further action.
- A late collection fee may be charged to cover the cost of additional staffing. This will be decided according to the length of time for which additional staffing is necessary. Non-payment may result in the child being excluded from After School Club.

- Any further late collection within a period of 1 calendar month may result in the child being excluded from the After School Club.
- The parent has the right to appeal against any of the above action in writing to the Chair of Governors. The Chair of Governors will consider any such appeal at their earliest convenience and their decision will be final and binding.